

GENERIC CRA/CEVP® (workshops typically last 3 to 5 days)

WSDOT CRA/CEVP® WORKSHOP
 SR ### Project Name (Book Title if available)
 DATE
 Building and Room Name
 Address Line 1
 Address Line 1
Telephone Number of Reception Desk

OBJECTIVES:

1. **DEFINE** validated base cost and schedule.
2. **IDENTIFY AND QUANTIFY** significant risks in terms of cost and schedule.
3. **IDENTIFY** potential risk response strategies.
4. **IMPROVE** communication, project management and risk planning.

Participants: All Core CEVP Team members, be there at 8:00
 Project Team Participants, be there at 8:30

Team Leader / Facilitator: CREM Representative

Day 1	Topic	Lead
8:30	Welcome, sign-in, updates, Etc.	CREM Office
8:35	Project Team Welcome – Introductions Agenda Review	
8:45	CEVP Overview	
9:00	Review Common Assumptions	CREM and/or Risk Leads
9:15	Project Office Briefing <ul style="list-style-type: none"> ▪ Project Presentation ▪ Presentation of Project Estimate 	Project Team
9:45	Project Specific Assumptions <ul style="list-style-type: none"> ▪ Build from Flowchart Blocks Flowchart Finalization & Concurrence <ul style="list-style-type: none"> ▪ Review Flowchart – Revise if necessary 	Risk Lead/All
10:15	Issues of Concern (project team and subject matter experts) <ul style="list-style-type: none"> ▪ 15 min. Brainstorm 	All
10:30	Break	
10:45	Cost and Schedule Validation of Base <ul style="list-style-type: none"> ▪ Estimate/Validate Cost ▪ Assign duration for each Activity in Flowchart 	Cost Lead/ All
11:45	Lunch	
1:00	Cost and Schedule Validation of Base (continue) <ul style="list-style-type: none"> ▪ Estimate/Validate Cost ▪ Assign duration for each Activity in Flowchart 	Cost Lead/ All
2:30	Break	
2:45	Cost and Schedule Validation of Base (continue) <ul style="list-style-type: none"> ▪ Estimate/Validate Cost ▪ Assign duration for each Activity in Flowchart 	Cost Lead / All
4:00	Identify Additional Information or Clarification Needed Continuing coordination of workshop (timing/communication/coordination with specialty groups);	All
4:15	Status and Next Steps out-brief (full group)	CREM Office/All
4:30	Adjourn	

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DAY 2

Day 2	Topic	Lead
8:30	Feedback – Discuss Preliminary Findings	All
8:45	Project Risk Assessment and Elicitation ▪ Identify, Screen and Quantify Risk Events	Risk Leads/ All
10:30	Break	
10:45	Project Risk Assessment and Elicitation ▪ Identify, Screen and Quantify Risk Events	Risk Leads/ All
11:45	Lunch	
1:00	Project Risk Assessment and Elicitation ▪ Identify, Screen and Quantify Risk Events	Risk Leads/ All
2:30	Break	
2:45	Project Risk Assessment and Elicitation ▪ Identify, Screen and Quantify Risk Events	Risk Leads/ All
4:00	Identify Additional Information or Clarification Needed Continuing coordination of workshop (timing/communication/coordination with specialty groups);	All
4:15	Status and Next Steps out-brief (full group)	CREM Office/All
4:30	Adjourn	

DAY 3

Day 3	Topic	Lead
8:30	Feedback – Discuss Preliminary Findings	All
8:45	Project Risk Assessment and Elicitation ▪ Identify, Screen and Quantify Risk Events	Risk Leads/ All
10:30	Break	
10:45	Project Risk Assessment and Elicitation ▪ Identify, Screen and Quantify Risk Events	Risk Leads/ All
11:45	Lunch	
1:00	Project Risk Assessment and Elicitation ▪ Identify, Screen and Quantify Risk Events	Risk Leads/ All
2:30	Break	
2:45	Discuss how to use results Capture possible response strategies	All
3:00	Review Risk Management Planning (RMP Spreadsheet)	All
4:15	Next Steps, Assignments, Wrap-up Post Workshop Follow through: ▪ Project Team follow-up information due date: ▪ Base Estimate (revised) due date: ▪ Draft model results due date: ▪ Draft report due date: ▪ Project Team/CREM review comments due date: ▪ Final Report due date: ▪ Follow-up contact by CREM will occur:	CREM Office/All
4:30	Adjourn	